

INSTRUCTIONAL SUPERVISOR, SPECIAL EDUCATION

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs difficult professional and administrative work coordinating evaluation and behavioral support services in the Special Education department; does related work as required. Work is performed under general supervision. Supervision exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervises the school division's Special Education program.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- The Supervisor is responsible for the implementation of a comprehensive service delivery model for special education students in a variety of grade levels;
- The Supervisor is responsible for on-going staff development in several areas, including, but not limited to, curriculum, instruction and behavior;
- The Supervisor will supervise various special education personnel;
- Other duties may include coordination of Extended School Year activities and autism consultation services to special education and general education teachers;
- The Supervisor may assist the Director in the development and implementation of the Annual Plan, in the developing and writing of professional manuals in specific topic areas, and other areas as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrate the ability to work as a member of a transdisciplinary team, and to work with both general and special education staff and parents; flexibility, working under strict timelines and multi-tasking are key requirements for this position; knowledge of and experience with, a variety of special education programs, instructional strategies, behavior interventions, and service delivery models; possess a strong knowledge of state and federal laws and regulations governing general education and special education; communicate effectively both orally and in writing, demonstrate a collaborative leadership style, and meet deadlines.

EDUCATION AND EXPERIENCE:

Experience working with students on the autism spectrum and a familiarity with behavioral programming for students with autism preferred; this position requires a Master's degree in Special Education or related field and an Administration & Supervision endorsement in the Commonwealth of Virginia is preferred.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; high level of intensive mental work required; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.